



GPRA Data Collection Training

Recovery Services:

- Moms Program
- RCED Program
- COVID Emergency Grant

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What is GPRA?



The Government Performance and Reporting Act (GPRA) is a public law that was passed by Congress in 1993.



Enacted to improve program management in the Federal government and to link resources and management decisions with program performance.



As part of this federal mandate, all SAMHSA grantees are required to collect and report performance data using approved measurement tools.

Who collects GPRA?

- All SAMHSA grantees are required to collect and report performance data using approved measurement tools.
- Program staff must collect data on all participants as defined by the SAMHSA Grant. The designation of an individual as a participant is left up to the program (SAMHSA), not the individual grantee.

How is GPRA collected?

GPRA is collected through the Recovery Services GPRA Form and follows the guidelines from the Core participant Outcome Measures in the CSAT-GPRA data collection tool ([the GPRA tool](#)).

This tool includes participant-level data items that have been selected from widely used data collection instruments.

This tool comes in two forms:

- A fillable PDF form
- Pen and paper

When is GPRA collected?

GPRA data is collected at three points:

- At intake/baseline
- At a 6-month follow-up
- At discharge

We will discuss these three interviews more in depth later.

How much GPRA are we collecting?

- Because program staff must collect data on all participants as defined by the SAMHSA Grant, the amount of GPRA you're collecting will depend on the number of participants served in these programs.
- Only one GPRA intake for each participant counts toward our target numbers.
- Nationally, the target **follow-up** rate is 80%
- Participants that are unable to be reached for follow up or discharge do not count toward the target GPRA rate of 80%

Why do we collect GPRA?

- Demonstrate that these programs make tangible contributions to meeting GPRA objectives.
- For SAMHSA to report to Congress on the status of grant activities, services provided, and participant outcomes.
- Make the case to Congress that the money awarded to grantees is being spent effectively.
- And, because it's required for grant funds



What are the 'rules' for GPRA collection?

- Consent must be given before the interview
- The entirety of the interview must be conducted within one day (not 24-hours). Meaning the participant can be in the program for 1-4 calendar days before you talk about GPRA but once the interview has started it must be completed in one sitting (one day).
- Questions must be asked as written.
- The participant can refuse to answer any question.
- Participant report questions are answered as reported, even if the interviewer knows the answer is not truthful.
- GPRA records must be kept for 3 years after the grant period ends.
- Programs are responsible for their GPRA records management.
- A participant's unique participant ID must follow that individual through all GPRA interviews for each grant.
- If you are creating a unique ID for another program/ grant but for the same person, it will need a new ID.
- GPRA does not need to be collected for 1-time services, e.g. telephone support, groups settings, and any other service you provide once with no knowledge if the person will return for more services.

Participant ID (unique identifier)

- Each participant should have their own unique participant ID that is used at all three data collection points. The same unique ID is used each time, even if the participant has more than one episode of care.
- For confidentiality reasons, do not use any portion of the participant's date of birth, Social Security Number, or mother's maiden name in the participant ID.

Participant ID Formulation

1st use the program code:

- MOMS
- RCED
- COVID

2nd center abbreviation – no more than 5 characters

- TPCR
- JRCC
- KRC

*there is a key for this

3rd is the numbering sequence

- Starting with number 1, the numbers will go in sequence
- 1, 2, 3, 4, 5, 6, etc

***Each grant/program will start a new sequence of numbers.**

Center Key

Center Name	Center Abbreviation for GPRA ID
Turning Point Center of Rutland	TPCR
Journey to Recovery Community Center	JRCC
Kingdom Recovery Center	KRC
North Central VT Recovery Center	NCVRC
SecondWind Foundation	SWF
Turning Point Center of Addison	TPCA
Turning Point Center of Bennington	TPCB
Turning Point Center of Central VT	TPCCV
Turning Point Center of Chittenden	TPCCC
Turning Point of Franklin County	TPFC
Turning Point Center of Springfield	TPCS
Turning Point Center of Windham	TPCW

Participant ID Examples:

<u>M</u> <u>O</u> <u>M</u> <u>S</u>	<u>T</u> <u>P</u> <u>C</u> <u>C</u> <u>C</u>	<u>1</u>
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<u>C</u> <u>O</u> <u>V</u> <u>I</u> <u>D</u>	<u>K</u> <u>R</u> <u>C</u>	<u>1</u>
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<u>R</u> <u>C</u> <u>E</u> <u>D</u>	<u>T</u> <u>P</u> <u>C</u> <u>V</u>	<u>1</u>
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Intake/Baseline Interview

- Must be completed 1-4 calendar days after entering program
- It is imperative that grantees begin to collect GPRA data on each participant as soon as possible after the participant's intake into the program.
- Grantees are only required to administer the GPRA baseline one time per participant. However, grantees may choose to administer a second (or third, fourth, etc.) baseline GPRA if the participant leaves and is readmitted to the program. In this case, the subsequent 6-month follow-up will be required from the latest baseline only.

6-Month Follow-Up Interview

- Must be completed within the window of 1 month before and 2 months after the 6-month mark. The 6-month mark is in relation to the date of the latest intake interview.
- Questions must be asked and answered again in a new interview.
- If a participant is not able to be reached, conduct an administrative follow up in which the program staff completes only the administrative section and the 6 month follow up section
- If the participant discharges before the 6-month follow up, a complete 6-month follow up interview must still be conducted.

Discharge Interview

- A discharge is defined by the program's discharge policy. If no discharge policy is in place it's at 30 days of no contact.
- If the participant is present on the day of discharge, the GPRA discharge interview should be conducted on the day of discharge.
- If a participant has not finished the program, drops out, and is not present the day of discharge, the program will have 14 calendar days to find the participant to conduct the in-person/ virtual GPRA discharge interview.
- If the participant cannot be located, then you need to fill out the administrative section and the discharge section.
- If a participant is discharged from your program within 7 calendar days of their GPRA intake interview, a face-to-face interview is not required, and program staff will complete the discharge as above.

How is GPRA submitted?

- GPRA will be submitted through a secure Survey Gizmo web [link](#) (preferred), or fax at (802) 652-2019
- All forms, documents and links will be located on the www.healthvermont.gov website.
- Go over submission process

How is GPRA submitted cont...

1st go to
www.healthvermont.gov
and click on Alcohol &
Drugs (the first choice in
the list)

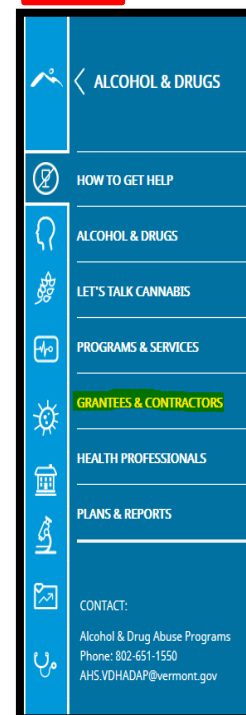
2nd Click on Grantees and
Contractors (it's the 5th
option on the list)

3rd click on Reporting
Forms and Guidance
Documents

1st



2nd



3rd

Reporting Forms & Guidance Documents

As a grantee, you are required to submit reports according to the schedule specified in your grant. Find your program's reporting forms and guidance documents below.

[READ MORE](#)

How is GPRA submitted cont...







4th Scroll to the bottom of the page and you'll see "Recovery", under this title you choose "Recovery Services"

5th Choose the document, link or form you need

RECOVERY

› [Employment Services](#)

▼ [Recovery Services](#)

REPORTING FORMS
Recovery Services Budget Narrative Example
Recovery Services Budget Template
Quarterly Progress Report 
Submit Workplan 
GPRA Informed Consent Form
GPRA Recovery Services Form
GPRA Submission Link 
VAMHAR Quarterly Progress Report (Base Grant) 
VAMHAR Quarterly Progress Report (RCED) 
VAMHAR Quarterly Progress Report (SOR) 

GUIDANCE DOCUMENTS










Documents related to GPRA

Related documents:

- [GPRA Submission Link](#)
- [GPRA Informed Consent](#)
- [GPRA Recovery Services Form](#)

Interactive links above, will take you to the form or link.

Recovery Services

REPORTING FORMS
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VAMHAR Quarterly Progress Report (RCED) 
VAMHAR Quarterly Progress Report (SOR) 

When is GPRA submitted?

GPRA is collected in real time.

This means that your program must upload all GPRA data into Survey Gizmo within **48 hours** of conducting the interview (or completing the administrative follow-up or discharge).

GPRA Form

Review of form:

- One form for all programs
- This form has been modified for Recovery Services
- The form has a button to reset the form after you have saved it. If you click this button it will erase any unsaved information
- When you enter the GPRA Participant ID on the top of the first page it will auto populate all 7 pages with the ID, no need to enter on all pages
- All required GPRA questions are outlined in red and have an “*” they must be answered in order for the form to be accepted.
- There are questions that only pertain to the Recovery Coaches in the ED Program and those are labeled as “RCED Section” and “RCED ONLY”

What are the required components of GPRA on the form?

- Unique ID or Participant ID
- Administrative Section
 - Type of interview
 - Informed consent options
 - Date of interview
- Participant Report Section
 - This includes things like DOB (only month and year), gender, ethnicity, race, preferred language, military and other participant related questions.
- 6 Month Follow-up Section
- Discharge Section

*All required GPRA questions are outlined in red and must be answered in order to complete the form.


Common Errors:

- Recycling or reusing GRPA ID# already in use/associated with preexisting client names or DOB
 - Double/triple check that the participant hasn't already been associated with a preexisting GRPA ID#
 - GRPA ID#s cannot be recycled for new participants.
- Discharge & Follow-up sections need to be completed entirely
 - All subsections of the Discharge & Follow-up Sections need to be completed (sections are outlined in red)
 - Double/triple check you have entered in all the necessary fields
- Name and DOB
 - Names of participants with the correct spelling is not required but is important to give a data point to line up to the DOB.
 - DOB is a required field. The client must at least provide birth month and birth year.
- Duplicate submissions
 - Keep a tracking sheet of all submissions to avoid duplicate submissions
 - Blank forms – forms are often submitted blank (we are watching for ADMIN only submissions)

CONSENT

- Informed consent for the purpose of GPRA data collection is defined as follows:
 - *“Informed consent” means a voluntary willingness to participate in a research project was provided by an individual with the capacity to demonstrate understanding of the project’s objectives, their role in the project, and the significance and relevance of the individual’s decision to participate.*
- Informed consent must be obtained before collection of participant information.
- If someone does not give consent to participate in the GPRA research project, you may still provide services to the individual and only complete and submit the GPRA Participant ID and Administrative Section of the GPRA Form (*see next slide for example)
- If a person declines to participate in GPRA research project at intake, you do not need to fill out a discharge or follow-up GPRA form
- Consent form must be signed by the person obtaining consent (i.e. The Recovery Coach)

CONSENT (GPRA Form Example):

- *If a person declines to participate in the SAMHSA research project, you only need to fill out the participant ID and the ADMIN section. (see highlighted sections to your right) 



Vermont Department of Health
Division of Alcohol & Drug Abuse Program

Recovery Services GPRA Form

Participant ID:

Click to reset form (this will erase all unsaved information)

RCED Section

Name of Recovery Coach filling out this form:

Hospital: ☐ BMH ☐ CVMC ☐ MAH ☐ NVRH ☐ PMC ☐ RRMC ☐ SMCS ☐ Copley
☐ SVMC ☐ UVMC ☐ NCH ☐ Gifford ☐ Other

If other, please specify:

Date and Time Recovery Coach was called:

Referring Physician:

Date & Time of ED Visit Start Date and Time: End Date & Time:

All other Recovery Services Section

Name of Recovery Coach filling out this form:

Which Recovery Center are you reporting on? ☐ TPCA ☐ TPCB ☐ TPCV ☐ TPCR ☐ TPCC ☐ TPFC ☐ JRCC ☐ KRC ☐ NCVRC ☐ SWF ☐ TPCW

Administrative Section

*Which GPRA Interview are you performing:

☐ Intake/Baseline ☐ 6-month follow up ☐ Discharge

*Informed consent given for GPRA collection?

☐ Yes

☐ No

*If no, submit only the Administrative Section

*Date of Interview:

Tips and Tricks

- The interviewer is expected to transition between each section to introduce the topic that is covered by that section.
- It is encouraged to have a calendar available during the interview to refer to when asking questions that begin, 'in the last 30 days...'
- Remember... you have 1 – 4 calendar days before you need to get consent for GPRA
- Do not forget to click submit when submitting the form through [SurveyGizmo link](#)
- Be sure your device has Adobe Reader (free software). The form works best using a PDF reader, rather than a web browser. This will allow you to see the formatting i.e. the red outlines.

How can I use Recovery Data Platform (RDP)?

The Recovery Data Platform can be used to help you determine discharge and follow-up dates after you have entered the participant into the system:

- Follow this link to watch instructional videos:
 - [GPRA Instructional Videos](#)
 - Videos are courtesy of Erin Jenkins, RDP Support Specialist with Vermont Recovery Network:
 - Erin Jenkins Contact Info:
rdpsupport@fastmail.com
(802) 327-4RDP (4737)

Questions?



Ongoing Technical Assistance

Ongoing technical assistance will be available for grantees collecting GPRA data.

Open office hours/ weekly meeting will be held virtually for any program staff to drop in and ask questions:

The first (1st) and third (3rd) Friday of each month from 1pm to 2pm.

*One-on-one assistance is available by request.

Thank you!

Reach out with any questions or technical assistance needs:

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